

Mastering the Masters Programme

College of Agriculture, Engineering and Science

17 September 2014

**The Mastering the Masters Programme September Workshops:**

Dear Masters and PhD students,

**PLEASE NOTE: THE WESTVILLE WORKSHOP ON ‘ACADEMIC PRESENTATION SKILLS DEVELOPMENT INCLUDING POWERPOINT SLIDES PREPARATION’ WILL NOW BE HELD ON 4TH OCTOBER.**

Due to electrical maintenance in the F-Block on 20th September we have had to postpone again the workshop on presentation skills to the 4th October, 2014. See details below.

**Workshop 2: Academic Presentation Skills Development including PowerPoint Slides Preparation**

**Date: 4 OCTOBER 2014**

Time: 09h00 - 13h00

Venue: Biology LAN, 4th Floor, F Block, Westville Campus

Workshop details:

**Academic Presentation Skills Development including PowerPoint Slides Preparation**

The first part of the workshop will cover the principles and strategies of giving a good presentation and the second part of the workshop will cover the PowerPoint skills for preparation of your presentation.

Part I: Learning effective presentation skills - emphasis will be on preparing presentations for conferences and other academic settings.

Part II: MS PowerPoint for an effective academic presentation

Please confirm your attendance to Bernie Smith; [smithb@ukzn.ac.za](mailto:smithb@ukzn.ac.za) phone ext. 6473. Please specify which workshop you will be attending or whether you will be attending both workshops and which Campus workshops you will be attending. We need to know numbers for logistical and catering reasons so we urge you to please confirm as soon as possible. We also urge you to be at the venues at least 10 minutes before starting time as we intend to start on time.

Thank you.

Sincerely,

Fortune Shonhiwa,

Coordinator - Mastering the Masters Programme